



**Small Business Development Division  
Project Worksheet**

**Project/Contract Title:** PRINTING SERVICES AND OPTIONAL MAILING SERVICES FOR PA  
**Project/Contract No:** PA-EPP-RFP 0114-2-OTR  
**Department:** PROPERTY APPRAISAL DEPARTMENT  
**Estimated Cost of Project/Bid:** \$250,000.00  
**Description of Project/Bid:** To establish a contract for printing services for the Property Appraiser Office (PA) for all mailings issued by the PA.

**Received Date:** 05/05/2014

**Funding Source:**  
GENERAL FUND

**Resubmittal Date(s):**

Contract Measures Recommendation		
<u>Measure</u>	<u>Program</u>	<u>Goal Percent</u>
Selection Factor	SBE	

**Reasons for Recommendation**

SELECTION FACTOR

This project meets all the criteria set forth in I.O. # 3-41.

The seven (7) SBE firms certified in the required Commodity Codes were polled, (inclusive of the following requirements: three (3) previous projects of a similar scope (along with mailing), the specialized scopes of services and all minimum and special requirements); three responded in the affirmative, one as not interested. A secondary poll via phone calls confirmed that only one (1) SBE firm is able to satisfy both the printing and mailing components.

Commodity Code: 96214-Blue Printing Services: Blue Prints, Blue Line, Large Engineering

Small Business Contract Measure Recommendation				
<u>Subtrade</u>	<u>Cat.</u>	<u>Estimated Value</u>	<u>% of Items to Base Bid</u>	<u>Availability</u>
				<b>Total</b>

**Living Wages:** YES  NO

**Responsible Wages:** YES  NO

*Responsible Wages and Benefits applies to all construction projects over \$100,000 that do not utilize federal fund. For federally funded projects, unless prohibited by federal or state law or disallowed by a governmental funding source, the HIGHER wage between Davis Bacon and Responsible Wages and Benefits shall apply.*

REVIEW RECOMMENDATION			
Tier 1 Set Aside	Tier 2 Set Aside		
Set Aside	Level 1	Level 2	Level 3
Trade Set Aside (MCC)	Goal	Bid Preference	
No Measure	Deferred	Selection Factor	
CWP	 SBD Director	 Date	